

Reporting Requirements

Since December 2002, CIWMB now requires Grantees to report their grant program's progress through an Annual Report. Grantees are required to submit an Annual Report on **August 15th** of each year demonstrating program progress and how they have spent their Block Grant funds for the previous fiscal year (July 1 – June 30). Annual Reports are required for each active Block Grant. Grantees that do not show progress toward implementation of a used oil and filter collection and education program may not receive all or some of their next annual Block Grant allocation. This lack of performance will also be noted if grantees apply for future used oil and/or HHW funds. **Future funding will be withheld from grantees that do not meet the Annual Reporting requirements.**

Annual Reports due August 15th

Items required for Annual Report:

- Completed Annual Report Form
- Expenditure Itemization Summary (EIS) – see Chapter 8

Reduced Reporting for grantees receiving \$20,000 or less per Block Grant cycle

For grantees receiving \$20,000 or less per grant cycle, the narrative responses do not need to be provided on the Annual Report Form; however, all other sections must be completed. All other grantees must submit a complete Annual Report Form. Refer to the **Used Oil Block Grant Annual Report Form** located on our website at <http://www.ciwmb.ca.gov/HHW/Forms/>.

Reporting Tips

The following annual report tips may be useful as you begin to write the report and track required information:

- Please remember that each Block Grant must be tracked and accounted for separately. All grant funds must be placed in a separate interest bearing account with a fully insured financial institution. All interest accrued and received from this account may be used only for eligible expenses. Interest accrued must be accounted for in the Final Report by including it as a line item on the Expenditure Itemization Summary .

Reporting Tips (continued)	Any interest accrued and unspent grant funds must be returned to the CIWMB at this time. *
Certified Center Site Visits	<ul style="list-style-type: none"> • The lead jurisdiction for a regional grant has sole responsibility for reporting on the regional project or any portion of a co-operative project. • The lead jurisdiction is responsible to ensure that (sub) contractors who administer and/or implement the grant on behalf of the grantee comply with this grant agreement. <p>Annual site visits to your certified collection centers are a grant requirement. For more detailed information on Certified Centers, please refer to the Certified Center Chapter. Please submit completed site visit sheets to your Grant Manager.</p>
Grant Closure Final Report	<p>Grants are not considered closed until all the reporting requirements have been met, all available funding has been expended, and/or the grant term has expired.</p> <p>A Final Report covers the final reporting period from July 1 to the grant closure date. Any unexpended advanced grant funds and/or interest accrued (if applicable) will be invoiced by the state.</p> <p>Include the following items in the last report for the grant:</p> <ul style="list-style-type: none"> • <u>Annual Report Form</u> completed to the grant closure date • <u>Oil Collection data</u> up to the grant closure date • <u>Expenditure Itemization Summary (EIS)</u> showing that all remaining grant funds have been properly expended, or returned to the CIWMB, including the ten percent (10%) reimbursable amount and the total interest accrued (if applicable) • <u>Payment Request Form</u> for the ten percent (10%) reimbursable amount (available on the CIWMB website at www.ciwmb.ca.gov/HHW/Forms/default.htm) • <u>Recycled Content Product Certification Form (RCP)</u> for each item purchased with grant funds
P&E Reporting Samples	<ul style="list-style-type: none"> • one (1) original premium • two (2) originals of all other P&E printed materials

* The above requirement does not apply to grantees who received \$20,000 or less, and opted for the alternate payment option (See Chapter 8 for additional information).

- for large items that do not fit in a legal size dimension archive box, please provide two (2) photographs of the item, taken from different angles (if needed). Digital photographs are preferred.
- A floppy disk or CD-rom that includes camera-ready graphic art file(s) used to create **each item** developed during the grant term.

For videos and radio ads provide the following:

- videos – one (1) copy in VHS format; and
- radio ads – one (1) copy on cassette tape or CD-ROM

Forms For This Chapter

The following form can be located at the CIWMB website at <http://www.ciwmb.ca.gov/HHW/Forms/>:

- Annual Report Form
- Payment Request Form
- Site Visit Checklist

Submit Annual Reports To:

California Integrated Waste Management Board
Used Oil Grant Program, MS-21
PO Box 4025, 1001 "I" Street
Sacramento, CA 95812-4025
Attn: (Enter Your Grant Manager's Name)